

LANCASTER COUNTY
PROPERTY RECORDS SUPERVISOR

NATURE OF WORK

This is supervisory work with responsibility for organizing and maintaining property tax records for the county.

Work involves supervising clerical staff involved in maintaining property records including verifying ownership, legal description (if appropriate), valuations and other pertinent information for accuracy; and answering questions from the public concerning real property. Work also involves responsibility for initiating changes in property records including owner's name, address, legal description (if appropriate), and values; and making corrections to the tax list when necessary. Supervision is received from the County Assessor with work being reviewed in the form of the accuracy and completeness of property tax records maintained. Supervision is exercised over clerical staff assigned to the division.

EXAMPLES OF WORK PERFORMED

Supervises clerical staff involved in maintaining property tax records including verifying identification, legal description (when appropriate), and assessed values for accuracy.

Organizes and coordinates information to be entered into the computer.

Answers questions from the public concerning property valuations.

Initiates changes in property tax records including owner's name, address, legal description, value and account numbers.

Maintains and updates tax schedules and files; verifies information to insure accuracy; coordinates mailing of various departmental correspondence.

Researches information needed for property protests, appeals, reports, etc.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of records management as they pertain to the maintenance of property tax records.

Knowledge of property tax laws.

Some knowledge of appraisal methods and techniques.

Ability to plan, assign, train, organize, and evaluate the work of clerical staff members.

Ability to establish and maintain effective working relationships with taxpayers, public officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to perform routine administrative detail independently including composing letters and preparing reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school including or supplemented by course work in records management and bookkeeping and experience in organizing and maintaining property records including some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school including or supplemented by courses in records management and bookkeeping with experience in performing responsible clerical work or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

1/83
Revised 4/95
Class Code Change 8/95

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